E-Procurement User Mapping in ISIS

Each local education authority (LEA) user created in the NC E-Procurement Service is assigned a unique login name. In order for the user to create eRequisitions in E-Procurement that are successfully processed by ISIS, the user's E-Procurement login name must be mapped to the corresponding user's 'NCEP User ID' in the ISIS Security File. This mapping process was completed for each user during the E-Procurement LEA Implementation; however, any new users added to the NC E-Procurement Service will need to be mapped according to this process.
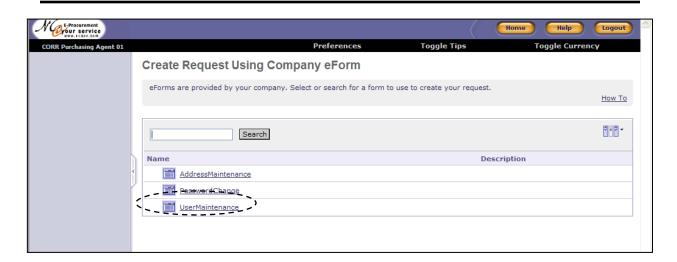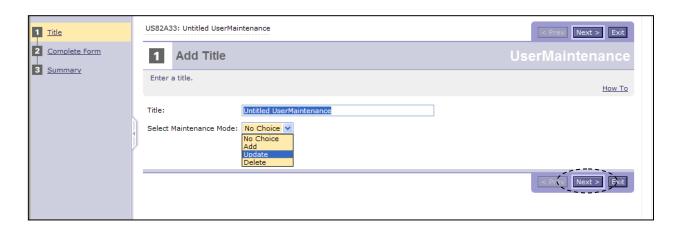
1.0 Locate the E-Procurement Login Name

1. Select the **'eForm'** link from the Shortcut Menu on the E-Procurement Home Page.
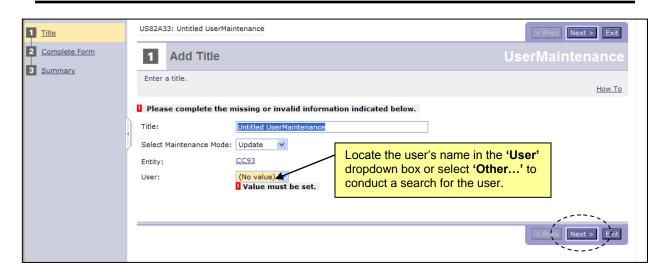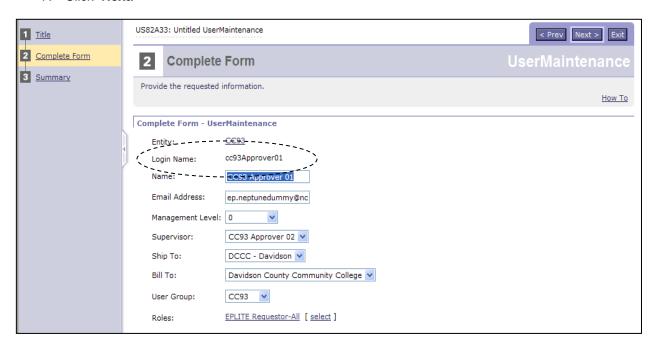
2. Select the **'UserMaintenance'** link.

3. **Title –** It is not necessary to enter a title, as this request will not be submitted.

4. **Select Maintenance Mode –** Select the appropriate type of user maintenance to perform. To locate the login name, select **'Update'.**

5. Click **'Next.'**

6. Locate the user's name in the User dropdown box. If the user's name does not appear in the dropdown box, select **'Other…'** to search for the user.

7. Click **'Next.'**

8. Locate the user's E-Procurement Login Name next to the 'Login Name' field. Make note of this value to enter into the ISIS Security File.

    Note: This value can also be noted during the user setup process.

2.0 Enter the E-Procurement Login Name in ISIS

Once located, the user's E-Procurement Login Name will be entered in the corresponding user's 'NCEP User ID' field in the ISIS Security file. Once logged into ISIS, select option 17 (Security File).

> **Note:** All users may not have access to this screen. Please check with your system administrator to obtain the correct permissions to access these records.

```
   9/04/03                    ANY COUNTY SCHOOLS                Fiscal:  4
   12:45:22              ISIS Financial System: Security            USER

   User Profile: DSB              Grant Access to Control File:  N
                                    Restrict Account Access:  Y
                                 Grant Access to Utility Menu:  N


                        Add   Change   Delete  Inquiry  Approve   Next Approver
   Account Master:      N       N        N        Y
      Vendor File:      N       N        N        Y
  Purchase Orders:      N       N        N        Y        N
     Requisitions:      Y       Y        Y        Y        1 (1-9)    JBW
   Input Invoices:      N       N        N        Y        N

    Post Invoices:      N

     Write Checks:      N       N
   Bank Accounts:       N       N        N        N
     School Sites:      N       N        N        Y
   Enter Deposits:      N
      Bank Recon:       N
            A J E :     N       N        N
                   -----Ledger/Budget/Encumb-----
             EP User ID:  DSB123
             User e-Mail:  DONNA@hotmail.COM

   F2=Authorized Accounts  F9=Locations  F10=Accept  F11=Acct\Loc Report  F12=Return
```

9.   Press **'F10'** to accept and save the changes.